

Missouri Department of Transportation

Code: R04431

Title: Outdoor Advertising Manager

Exemption Status: Exempt

Grade: 17

Job Description

Effective Date	10-01-2006
Replaces (Effective Date)	04-01-2006
General Summary	The outdoor advertising manager supervises the department's outdoor advertising, junkyard and logo programs, and administers the scenic byways program. Responsibilities are performed under general supervision.
Minimum/Required Qualifications	Bachelor's Degree: Public Administration, Business Administration, or related field. Six years of experience in positions related to right of way, program administration, or legal practices.
Supervisory Responsibilities	Full Supervision
Location	Central Office - Right of Way
Special Working Conditions/Job Characteristics	Job requires statewide, overnight travel.

Examples of Work

- (1) Monitors outdoor advertising and junkyard activity statewide for conformance with federal and state standards/regulations; supervises the preparation of automated reports and programs and reviews for quality assurance.
- (2) Plans and controls budgeted outdoor advertising, junkyard, and scenic byway expenditures.
- (3) Responds to inquiries, complaints, and requests for information from internal and external customers, including outdoor advertising companies, state and municipal officials, media, and the general public.
- (4) Reviews proposed legislation to analyze possible affect to the department; recommends changes in future legislation to benefit the department.
- (5) Develops and reviews policies and procedures governing outdoor advertising, junkyards, and scenic byways.
- (6) Testifies at informal hearings, administrative hearings, court hearings, and legislative hearings regarding outdoor advertising and junkyard issues.
- (7) Conducts public hearings and other formal meetings that pertain to scenic byways, outdoor advertising, and junkyard or right of way activities.

- (8) Promulgates state rules and regulations governing outdoor advertising, junkyards, and scenic byways for the state of Missouri based on legislative intent.
- (9) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (10) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.